KENTUCKY DEPARTMENT OF **EDUCATION**
Every Child Proficient and Prepared for SUCCESS

Superintendent Assurances

Accessing ASSIST
and
Assurances

EVERY CHILD

PROFICIENT & PREPARED FOR
S U C C E S S
KENTUCKY DEPARTMENT OF EDUCATION
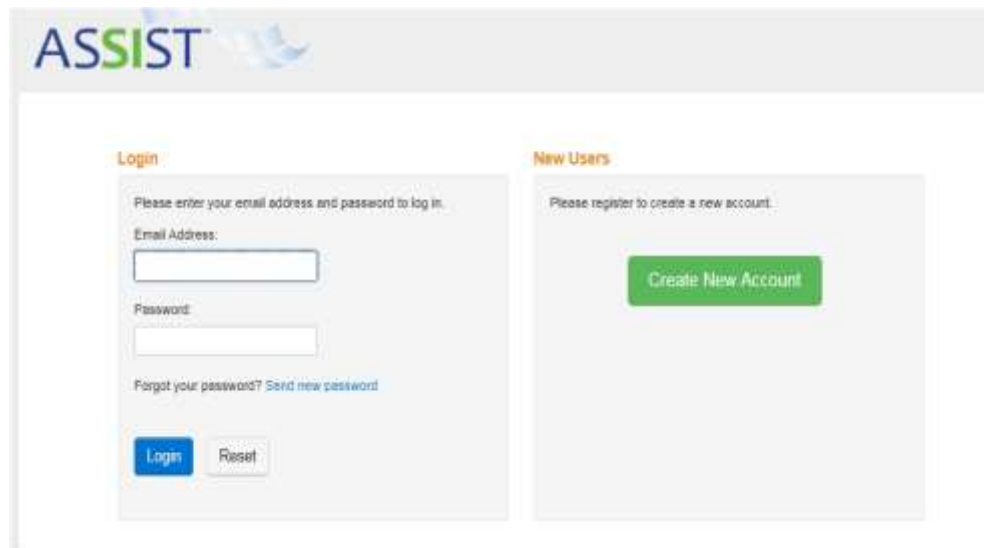
Contents

Accessing ASSIST

Go: [ASSIST Login](#)

User account and associated permissions are required to complete the required component(s) in ASSIST

Email address: first.last@district.kyschools.us

Password: User created

If you do not have a user account, need assistance logging in or have questions contact:

<p style="text-align:center">Ginger Kinnard
ginger.kinnard@education.ky.gov
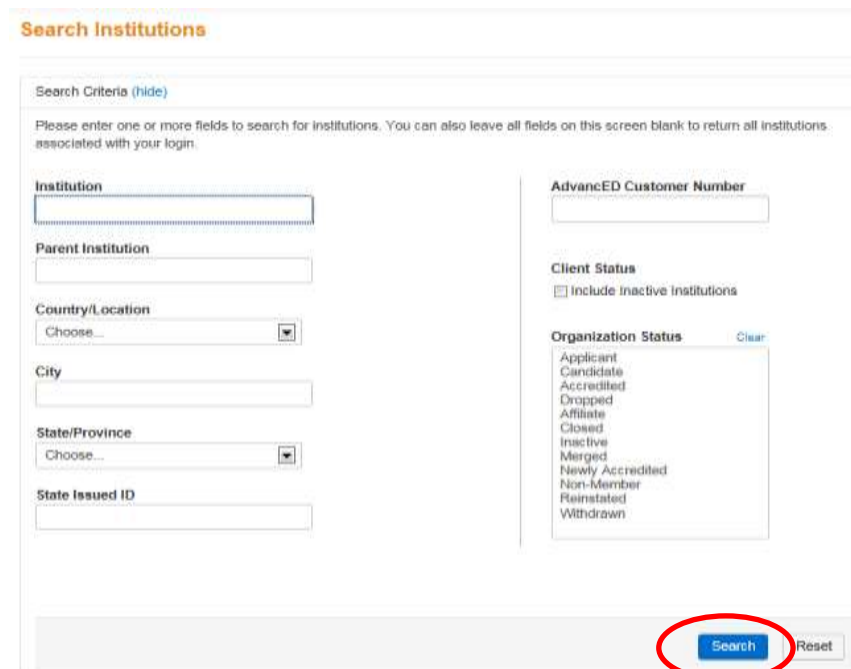502.564.3791 ext. 4048 (option 7 from the directory)</p>

Navigating the ASSIST System

After you have logged in select "ASSIST"

Search Institutions

Click on "Search" and everything that permissions allow access will populate

Select the **district** from the list by click on the Institution name

| Institutions | Reports | Administration |

Search Institutions

Search Criteria (show)

3 items found, displaying all items.

Institution	Address	Parent Institution
KDE Training District	Louisville, Kentucky	
KDE Training School	Louisville, Kentucky	KDE Training District
KDE Training School-Priority	Louisville, Kentucky	KDE Training District

After selecting the **district** the **Portfolio** tab will appear with the **Overview** of the components required to be completed for the applicable school year

| Portfolio | Profile | Diagnostics & Surveys | Assurances | Goals & Plans | Reviews | Progress |

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

2014-2015 School Year

Days Past Due	Due Date	Status	Document
	December 20, 2014	In Progress	KDE Comprehensive Improvement Plan for Districts
	December 20, 2014	Not started	Safe Schools Report
	December 20, 2014	Not started	KDE District Funding Assurances

Select **Comprehensive District Improvement Plan** from the **document** column

The **Portfolio** will appear with the **Required** and **Additional** components for the CDIP

Note: Superintendent Assurances are **Required** – this indicates that they must be completed in order for the CDIP to be **submitted**

Starting Superintendent Assurances

Select the pencil icon ✎ in the **components** column

Click on the **Create a New KDE Superintendent Assurances** in the **Manage Document Components** box

A new document will be created and will appear with in blue with a check box next to the document name
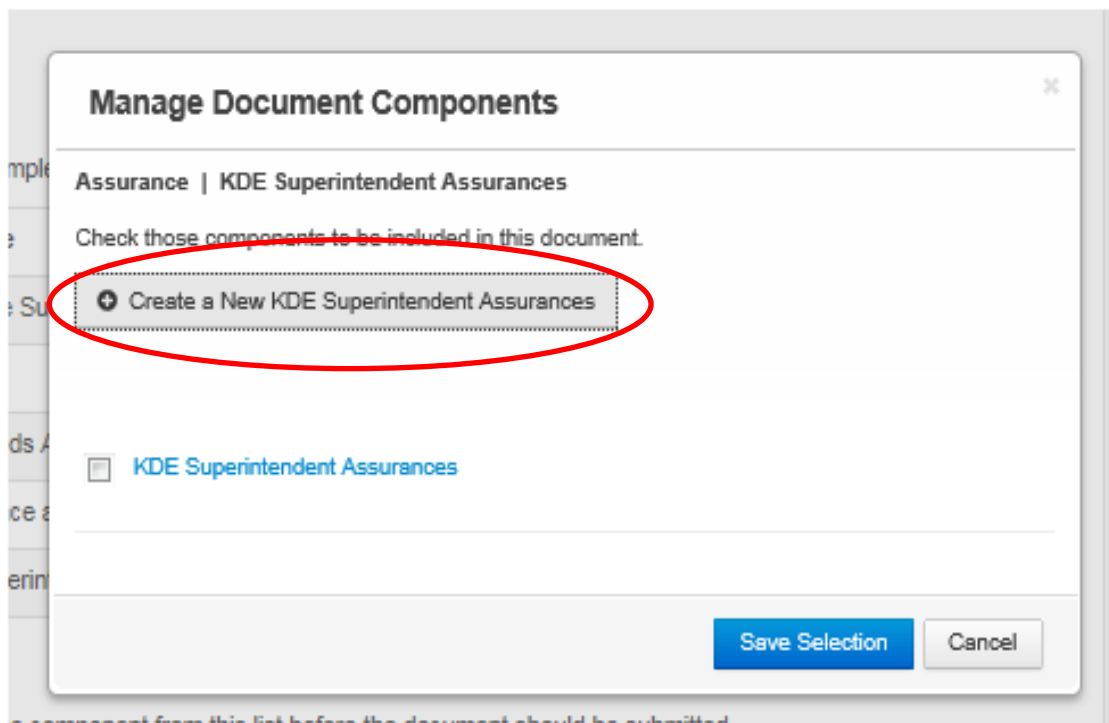
Check the box and click on the **KDE Superintendent Assurances** hotlink (in blue)

The assurance page will open
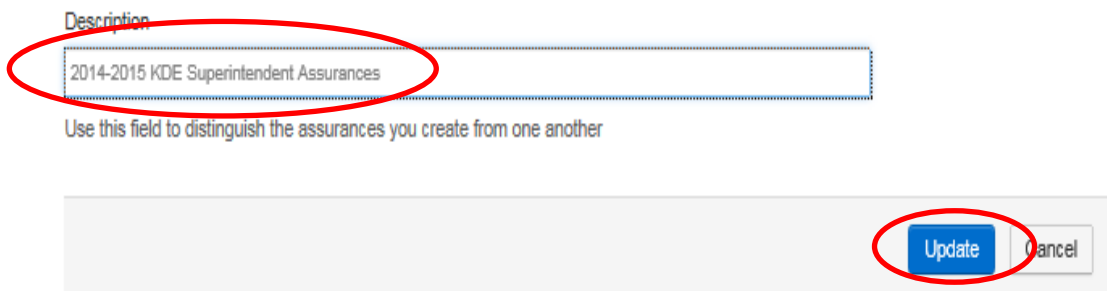
Click on the **edit** button next to the **KDE Superintendent Assurances** title

Give the assurances a distinctive name for easy recognition in the system that will easily identify them for the school year and click **update**

The **description** will now appear as the assurance title

« Back to Assurances

2014-2015 KDE Superintendent Assurances (Edit)

Assurances are intended to provide evidence that the Superintendent has shared and discu
performance in the areas of goals and targets for student achievement that have/have not b
for the district and the operational needs for schools and support staff.

Evidence of these discussions is required to support all responses through the upload of Bo
areas and feedback received in conjunction with a Comprehensive District Improvement Pla
track progress and sustainability in student achievement, and operational needs for both the

Completing Superintendent Assurances

The assurances will appear on the page showing each required element to be completed

KDE Superintendent Assurances

« Back to Assurances

KDE Superintendent Assurances (Edit)

Assurances are intended to provide evidence that the Superintendent has shared and discussed in open board meetings the progress and performance in the areas of goals and targets for student achievement that have/have not been met as well as the operational requirements for the district and the operational needs for schools and support staff.

Evidence of these discussions is required to support all responses through the upload of Board Meeting Minutes that includes each of the areas and feedback received in conjunction with a Comprehensive District Improvement Plan that outlines "the plan" to address, monitor, track progress and sustainability in student achievement, and operational needs for both the district and schools.

Please Note: In some cases, all items may not be required.

Delivery Targets

0 of 9 items are answered

Resources and Support Systems

0 of 4 items are answered

Facilities/Support Systems

0 of 10 items are answered

PDF   Attachments   Delete

Click on the first section **Delivery Targets** to begin

Summary of all responses

Respond	Increase the averaged combined reading and math K-Prep scores for elementary students.
Respond	Increase the averaged combined reading and math K-Prep scores for middle students.
Respond	Increase the averaged combined reading and math EOC scores for high schools.
Respond	Increase the cohort graduation rate.
Respond	Increase the percentage of students who graduate college and career ready.
Respond	Increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group.
Respond	The district will:
Respond	The district will:
Respond	Delivery Targets and PGES implementation artifacts have been documented in The LOCAL BOARD MINUTES (UPLOAD OF BOARD MINUTES TO SUPPORT ALL RESPONSES IS REQUIRED).

Click on **Respond** to open the first assurance

Respond	

Select the response to the assurance by clicking on the radio button located next to the response option

1. Proficiency: Increase the averaged combined reading and math K-Prep scores for elementary students.

Additional Resource: School Report Card

- ⦿ Has Met District Targets
- ○ Has Not Met District Targets
- ○ This data does not apply to this district

Next >

Click **Next** to move to the next question in the series

Continue the response process until you have completed <u>each</u> required element of the assurances

When all of the assurances have been answered each section will show a solid green bar and a note stating *All required items complete*

Delivery Targets

9 of 9 items are answered | ✔ *All required items complete*

Resources and Support Systems

4 of 4 items are answered | ✔ *All required items complete*

Facilities/Support Systems

10 of 10 items are answered | ✔ *All required items complete*

☐ PDF   ✎ Attachments   Complete   Delete

Note: Ensure that all required supporting documentation has been attached

If all assurances have been answered…

If all attachments have been uploaded…(this can be verified by clicking on the **Attachments** button at the bottom of the page)

Delivery Targets

9 of 9 items are answered | ✔ *All required items complete*

Resources and Support Systems

4 of 4 items are answered | ✔ *All required items complete*

Facilities/Support Systems

10 of 10 items are answered | ✔ *All required items complete*

☐ PDF   ✎ Attachments   Complete   Delete

Each attachment will be listed

KDE Superintendent Assurances Attachments

Below are the answers that included an attachment in the response. Click on the attachment to download the file.

Question	Answer	Attachments
Delivery Targets and PGES implementation artifacts have been documented ...	Yes	Supporting Document

Click the **Complete** button

Delivery Targets

9 of 9 items are answered | ✔ All required items complete

Resources and Support Systems

4 of 4 items are answered | ✔ All required items complete

Facilities/Support Systems

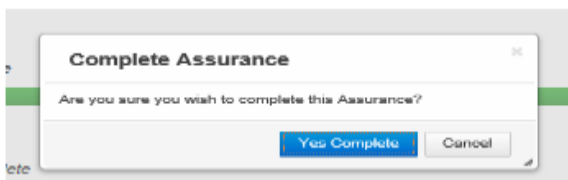10 of 10 items are answered | ✔ All required items complete

📄 PDF   📎 Attachments   Complete   Delete

Click **Yes Complete**

Complete Assurance ✕

Are you sure you wish to complete this Assurance?

Yes Complete   Cancel

Green banner will appear showing successful submission

Success! The Assurance has been completed.

If the assurances need to be re-opened to change a response, add additional uploads to support responses, **click** the **Reopen** button and the assurances will reopen for changes
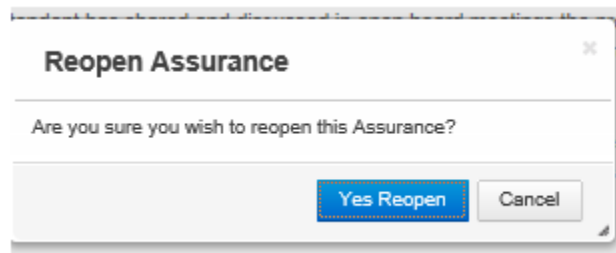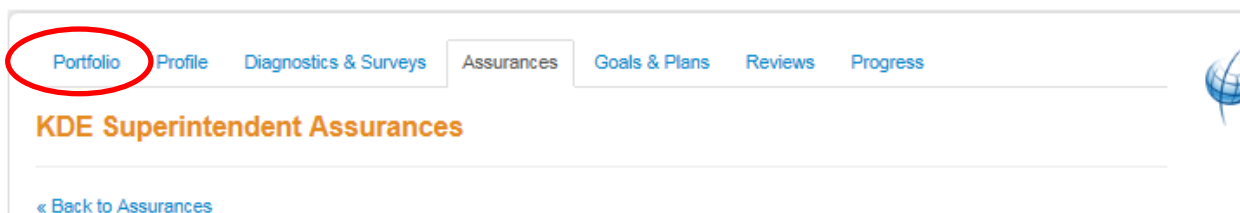

After changes have been made click the **Complete** button
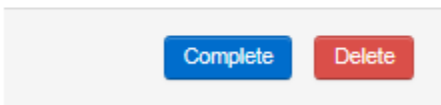
Portfolio Attachment

Click on the **Portfolio** tab

Select **Comprehensive District Improvement Plan**

2014-2015 School Year			
Days Past Due	**Due Date**	**Status**	**Document**
	December 20, 2014	In Progress	KDE Comprehensive Improvement Plan for Districts
	December 20, 2014	Not started	KDE District Funding Assurances
	December 20, 2014	Not started	Safe Schools Report

The **Portfolio** of required tasks will appear

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components		Complete
Diagnostic	Executive Summary		✏	
Goals and Plans			✏	
Diagnostic	KDE Needs Assessment		✏	
Diagnostic	Compliance and Accountability - Districts		✏	
Assurance	KDE Superintendent Assurances	2014-2015 KDE Superintendent Assurances	✏	✔

If all of the assurances have been completed and attached correctly to the portfolio a check mark will appear in the **complete** column

This **Required** component of the CDIP is now complete

Attachments

The LAST question in each required element of the assurances requires the upload of approved board meeting minutes to support the responses ensuring the conversations have occurred and documented
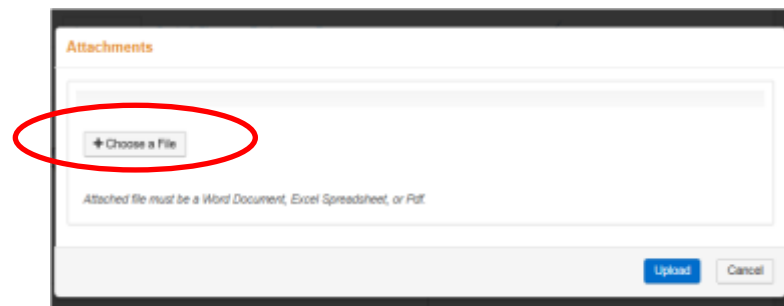
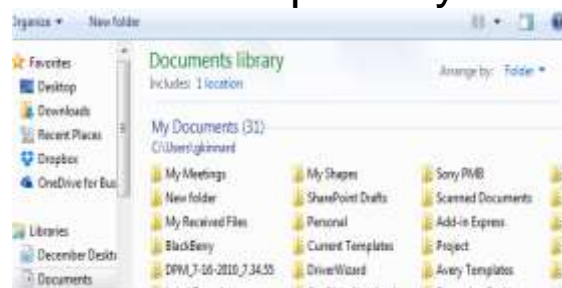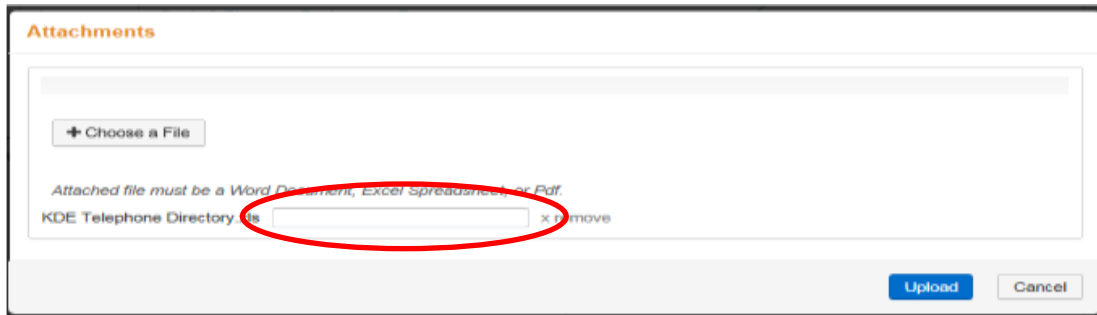Click **Add Attachment**

Click **Choose File**

Select a file from the document repository documents are saved

Provide a file name in the **blank box**

Click **Upload**

*Uploads can be in PDF, Excel, or Word format only

**Multiple documents can be uploaded by following this process for each individual document